

	Administrative Regulation	Policy #	03-01.01
	Appearance and Clothing	Effective Date:	December 4, 2015
		Revision Date:	October 19, 2020
		Owner:	Human Resources

Purpose:

To provide guidelines for acceptable employee work attire and appearance.

Scope:

This policy is applicable to all employees and volunteers in all City departments. Certain provisions do not apply if the employee wears a City-provided uniform.

Policy:

It is the policy of the City of Springfield that each employee's clothing, grooming and personal hygiene is appropriate to their work environment and to the requirements of their position. Clothing, including hats and face coverings, should generally be free of logos or slogans with the exception of casual Fridays or City-sponsored events.

While the decision on what is appropriate attire is the responsibility of each employee, management reserves the right to determine the appropriateness of disputed attire. Departments may have their own policies which supersede this administrative regulation.

Procedure:

1. Clothing

- 1.1. Clothing and general appearance should be appropriate for the job performed, safe, and not distracting to citizens or co-workers. Clothing should fit properly and provide adequate coverage. Further, clothing should be clean and in good repair. It is expected that all employees will exercise good judgment and remember that they represent the City while they are on the job.
- 1.2. Employees shall observe any specific dress requirements, including safety-attire, as adopted for their specific department, division and/or assignment.
- 1.3. Clothing with business advertisements could be seen as official endorsements by the City and therefore should not be worn at work. This includes clothing that states or alludes to other policy violations including discrimination or harassment.
- 1.4. T-shirts or shorts may be worn if appropriate for the activities in which they are engaged and approved by the department leader. Employees who work in the field on a regular or

occasional basis should also keep a professional appearance, especially when dealing with the public.

- 1.5. If an employee's appearance does not conform to the professional image of the City in the opinion of the employee's supervisor, the employee's supervisor may request the employee to return home to change clothing and return to work. This absence from work will not be considered work time.

2. Uniforms

- 2.1. All uniformed personnel shall appear in compliance with department policies. The uniform shall be worn only when on official duty, or when it is reasonable to expect recall to duty.

3. Piercings, Tattoos, and Body Modifications

- 3.1. Any visible piercings, earrings, and jewelry must be appropriate for the workplace and not be distracting to others.
- 3.2. Visible tattoos or body modifications are not specifically prohibited unless they pose a safety hazard or are offensive, hostile, demeaning, profane, or do not promote or enhance a safe and productive workplace.

4. Grooming and Personal Hygiene.

- 4.1. As a matter of courtesy to customers, visitors and colleagues, all employees are expected to maintain personal hygiene while on duty. All employees must observe good habits of grooming and personal hygiene. Body odor, regardless of the cause should not create distractions in the workplace.

5. Fragrances

- 5.1. Some City employees and visitors to City workplaces may suffer potentially serious health consequences from exposure to scented products. If you are going to be in the workplace, please choose personal hygiene products that do not have a strong fragrance. If you experience health consequences or discomfort due to another employee's use of scented products, you should address the situation with your supervisor.

6. Hair.

- 6.1. Hair length and facial hair shall not interfere with the performance of job functions, nor the wearing of any protective gear or devices. Hair styles and color must not detract from the professional environment or interfere with workplace safety.

7. Accommodations.

- 7.1. The City recognizes the importance of individually held religious beliefs to persons within its workforce. The City will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting an accommodation based on religious beliefs should be referred to the Human Resources Department.

Definitions

1. N/A

Resources:

1. Police general order dress
2. Fire SOP on dress
3. Development and Public Works SOP on dress
4. Political Activities
5. ADA
6. Respectful place to work
7. Open Door

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Gino Grimaldi, City Manager	Dates:	December 4, 2015
Author:	Human Resources		
Responsible Party:	Human Resources		
Replaces:	This Admin Regulation replaces, modifies, or updates "Shorts Policy."		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:	Human Resources	
	Revised By:	Chaim Hertz, Director of Human Resources	
	Approved By:	Gino Grimaldi, City Manager	Date: 5/21/19
	Reason/Summary of Changes:	Reformatting. Regulation number was changed from 03-11.01. New language was added to the policy section of the regulation and removal of "Off hours" expectations.	

Version #3:	Responsible Party:	Human Resources	
	Revised By:	Chaim Hertz, Director of Human Resources	
	Approved By:	Nancy Newton, City Manager	Date: 10/16/20
	Reason/Summary	Substantial changes to include a title change from dress to clothing and details were added related to uniforms, piercings, tattoos, body	

	of Changes:	modifications, and grooming and personal hygiene, hair, fragrances, and accommodations.
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